VFC Change of Information Form Instructions

Begin by visiting the KSWebIZ website: https://kanphix.kdhe.state.ks.us

When you arrive at the website, you will need to select the link for **'WebIZ'**.

Welcome to KANPHIX

This is a web site for use by health organizations. Data obtained through this site is restricted and controlled by Kansas and federal laws.
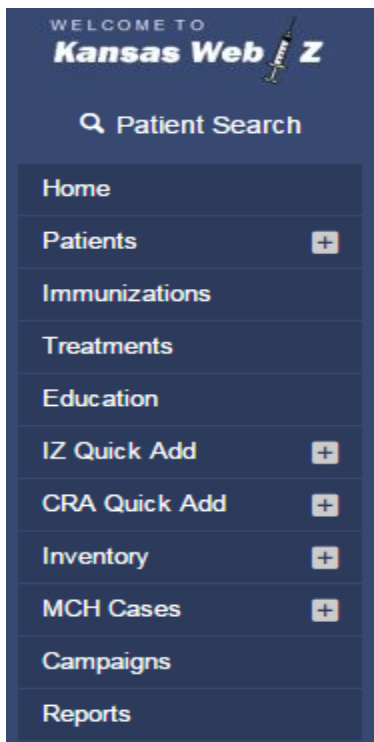
Disease Control and Prevention

WebIZ | dicaid | WebIZ - School Nurse

Enter your **User ID** and **Passcode**. Press **Log In.**

User ID:	
Passcode:	Your Passcode is your PIN + the number displayed on your token (the Tokencode).

Log In   Reset

Select the link for **'Reports'** on the left hand menu.

WELCOME TO
Kansas Web Z

Q Patient Search

Home
Patients   +
Immunizations
Treatments
Education
IZ Quick Add   +
CRA Quick Add   +
Inventory   +
MCH Cases   +
Campaigns
Reports

Scroll Down to VFC Program Forms and select the **'VFC Change of Information Form'** link

VFC Program Forms

VFC Change of Information Form
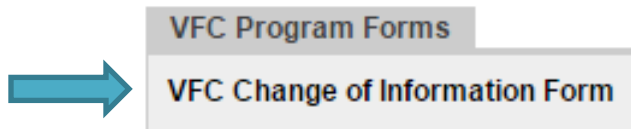
To submit a new request, select **'Add Clinic Change Request'**.

VFC Change of Information Form

Click "View" to see the details of an existing clinic pending change record, "Add Clinic Pending Change" to create a new record, or "Cancel" to return to the previous page.

Add Clinic Change Request ⓘ

Update information for any of the following:

- Clinic Name
- Mailing Address
- Physical Address
- Delivery Information
- Clinic VFC/VTrckS Contacts (only a Primary and Backup can be submitted)
  - Required Fields:
    - **First Name**
    - **Last Name**
    - **Telephone**
    - **Fax**
    - **E-Mail**
- Change Request Explanation

Select **'Create'**

Change the Request Status drop down menu to **'Submitted for Approval'**

Request Status

IN WORK ▼

IN WORK
SUBMITTED FOR APPROVAL
REJECTED
APPROVED

Select **'Update'**

To review a previous submitted request, select the **'VFC Change of Information Form'** link under the Reports section.

Update the following information:

- Provider
- Clinic
- Change Request Date Range From and Through
- Clinic Change Status

Select **'Search'**

Select **'View'**

View the status to see where the process is:

- Approved – the information submitted has been updated
- Rejected – the information was rejected and a follow-up email was sent explaining why. You will need to submit a new request.
- Submitted for Approval – we are still processing the information